

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**           **Kennel Worker**

**DEPARTMENT:**       **Animal Control**

**DIVISION:**           **Community Services**

**GENERAL DESCRIPTION:**

Performs a variety of activities dealing with kennels, animals and other various duties relating to Animal Control shelter operations and provides support for field operations.

**ESSENTIAL JOB FUNCTIONS:**

1.     Assists public with drop off and adoption of animals as well as maintain accurate records of such activities.
2.     Washes and sterilizes kennels, cat rooms and quarantine areas.
3.     Maintains records of kennel supplies.
4.     Performs general maintenance work on outside of compound and inside kennel aisles.
5.     Feeds and waters animals daily and maintains sanitary eating and drinking conditions for animals.
6.     Cleans and washes litter pans, food and water bowls daily.
7.     Assists in euthanasia as needed.
8.     Assists Animal Control Officers and office staff as assigned.
9.     Works varied schedules, holidays, weekends and emergencies, on-call or call back status; may work varying locations and assignments as needed to assist officers.
10.    Maintains grounds around kennel and animal control office (mowing, weeding, cleaning, etc).
11.    Regular attendance.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge sufficient to distinguish between various breeds of animals for proper identification.
- Knowledge of animal behavior sufficient to recognize normal and abnormal behavior in domestic and wild animals.
- Ability to gain knowledge of State and County animal control ordinances, regulations and animal care procedures.
- Ability to gain knowledge of trapping, ensnaring, handling, transporting, caring for animals.
- Ability to work with the public.

## Kennel Worker

- Ability to respond on scene to after hours and weekend calls within thirty (30) minutes.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to write correspondence and reports.
- Ability to effectively present information in one-on-one and small group situations, and to other employees in the organization.
- Ability to carry out detailed written or oral instructions.
- Ability to deal with animals and people under stress.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Experience in handling, trapping, ensnaring, transporting, caring and identifying domestic animals.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must possess and maintain certification as Euthanasia Technician or obtain certification by taking next scheduled State certified euthanasia course.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying. (Up to 45 pounds)
- Distinguish colors
- Reaching
- Pulling
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Jumping
- Running
- Must be able to drive a truck.

### **ENVIRONMENTAL CONDITIONS:**

- Works inside and outside in varying weather conditions with noise and dust.
- Works on uneven, slippery surfaces and heights.
- Works with animals, including flea infested areas, dead and diseased animals.
- Works with moving objects and vehicles.
- Works in stressful situations.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

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FLSA Non-Exempt Status